



TOWN OF WEST HARTFORD

Administration and Technology Committee
Town Hall, 50 South Main Street, Room 312

March 5, 2018

8:00 AM

MINUTES

Attendance

Liam Sweeney (Chair)
Shari Cantor (by phone)
Chris Williams

Staff

Matt Hart, Town Manager
Jared Morin, Director of Information Technology
Robert Palmer, Director of Plant and Facilities Services
Catherine Diviney, Clean Energy Specialist
Aimee Krauss, Assistant Director of Health
Garmon Newsom, Corporation Counsel

Invited Guests

Alyssa Norwood, Sustainable CT

1. Call to Order

Chair Liam Sweeney called the meeting to order at 8:01 AM.

2. Committee Correspondence

The minutes from the January 22, 2018 meeting were acknowledged.

3. Staff Reports

- a. *Information Technology*-Mr. Morin provided this update to the committee. The department is researching agenda management systems and is currently looking for 90 minutes to host a demonstration. CivicPlus is the current vendor. Costs will include initial training and an annual fee. The department has partnered with a cybersecurity firm, Trustwave, to test the Town's external and internal networks which will highlight any vulnerabilities in the Town's infrastructure. The camera installation process is on schedule and 12 new cameras have been installed at the PW compound. The fully integrated system is in pilot testing. Microsoft training for staff is ongoing and the sessions are in high demand. Corporation Counsel has finished its research regarding the surplus of abandoned fiber. The license agreements are non-transferrable.

The committee inquired about the PURA draft decision regarding municipal gain. Mr. Morin stated that it is a pending legal issue. The

department has received a letter from Rochester which will be reviewed.

- b. *Plant and Facilities*- Mr. Palmer provided this update to the committee. There have been no major operational issues observed or reported. Recent storms have caused water damage to schools which will be addressed. There are a number of sanitary line problems at schools which will also be repaired in short order. He updated the committee on recently completed and current Town and BOE projects.

Catherine Diviney provided an update on energy and sustainability. She discussed current energy strategies, current projects, and conservation initiatives.

4. Business Items

- a. *Amendment* - Garmon Newsom and Aimee Krauss discussed proposed changes to the ordinance regulating the barbering, hairdressing, cosmetology, nail, tanning, and tattoo and body piercing salons. Businesses which are not registered are not compliant with the current ordinance and are not being inspected by the health department. This creates public health issues.

The Health Department will work with Corporation Counsel to provide more details on non-compliant businesses and will bring this amendment proposal back to the committee for review.

- b. *Sustainable CT* - Alyssa Norwood provided an overview of Sustainable CT to the committee. Sustainable CT is a voluntary certification program which recognizes CT municipalities. The program promotes friendly competition and cooperation among towns and provides best practices. The deadline to submit an application is May 1, 2018.

The committee approved the presentation of the Sustainable CT resolution to the full council.

- c. *SmartWatt Boiler Project*- Bob Palmer and Catherine Diviney discussed this item with the committee. Enviro Power has offered a pilot proposal to the Town. The co-generation boiler will be piloted at Cornerstone Aquatics Center.

With no further business to discuss, the meeting adjourned at 9:09 AM.